



Request for Qualifications For
Spring Creek Community Center
Construction of Interior Building
Modifications and Renovation

Madison County, N.C.

Submission Deadline

2:00 PM; Monday, August 8, 2022

I. Project

Madison County is seeking statements of qualifications from professional structural engineering firms (the “Firm”, or “Firms”) to provide planning; engineering design; permitting; and bidding assistance which includes plans and specifications as well as construction contract administration, development, and observation for construction of the interior building modification and renovation of the Spring Creek Community Center which may become necessary for the full and proper execution of projects authorized for FY2022-029 Golden LEAF funding.

Services performed pursuant to the award of a contract resulting from this Request for Qualifications will be funded using funds appropriated to Madison County by the FY 2022 Golden LEAF funding.

Scope of Services Required

In general, the Scope of Services will include, but not be limited to, the following:

- Working and leading discussions with the appropriate entities including Madison County and the Spring Creek Community Center for the interior building modification and renovation of the Spring Creek Community Center;
- Assisting Madison County with compliance of specifications as outlined in the FY2022-029 Golden LEAF funding award. Ideally, having successful experience with projects acquired under Golden LEAF funding;
- Construction administration;
- State and local permitting processes as needed;
- Design services;
- Construction drawings;
- Assisting with the Madison County bid process;
- Project oversight, management, and inspections;
- Construction administration; and
- Project reporting and closeout.

III. Intent

The intent of this Request for Qualifications (RFQ) is to have professional engineering firms specifically address the services required and provide the Owner with a well-considered response for those services. It is anticipated that a contract will be negotiated with the successful engineering design firm properly licensed in the State of North Carolina on the basis of demonstrated competence and qualifications for the type of professional services required.

IV. Firm Qualifications

The selected engineering firm's assigned project staff must be experienced in all phases of planning, design, construction, and regulatory compliance requirements of similar public facilities, have extensive knowledge of the regulations governing the design and construction in the State of North Carolina, and have a proven capability to effectively and efficiently produce a successful project consistent with, and meeting the needs of, and goals outlined by Madison County.

V. Proposal Format

Proposals should be organized into the following Sections:

- A. Professional Qualifications
- B. Involvement with Similar Projects
- C. Proposed Work Plan
- D. Legal Status of Consultant
- E. References
- F. Attachments

The following describes the elements that should be included in each section of the proposal and the maximum points that may be awarded during proposal evaluation. The evaluation panel may revise, add to, or remove these elements as it deems appropriate, and/or redistribute the points for each element to ensure adequate evaluation.

A. Professional Qualifications - 25 points

1. Include Letter of Interest. State the full name and address of your Firm and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. Include information showing it is licensed to operate in the State of North Carolina.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any and all subcontractors must also be included.
3. Explain and support experience working with State of NC and local government procurement policies/guidelines.
4. Include list of positions and standard hourly rates.
5. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

B. Projects Listing - 25 points

The projects listing must also include descriptions of three (3) current or recent-past projects of similar size and scope. Include a brief description of each including size, cost, staff, completion period, etc.

List of projects on which the Firm complied with State of NC and local procurement policies during bid process, including type & size of project, value, and the firm participation and experience in working with procurement policies.

Projects listing must exhibit that the Firm as well as the individuals assigned to the project has proven ability in implementing similar projects of this category and scope.

C. Proposed Work Plan – 30 Points

Provide a detailed and comprehensive description of how the Firm intends to provide the services requested in this RFQ. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the County, communication and coordination, the working relationship between the Firm and County staff and the Firm's general philosophy in regards to providing the requested services.

Responses will be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Legal Status of Consultant – 10 Points

Must include all litigation or other legal action taken against Firm or that Firm was involved in within the last five years and indicate disposition of each case.

E. References – 10 Points

A minimum of Three (3) client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, email, telephone number, project title and information, and contact person.

F. Attachments – No point value

Must provide with submission, a copy of firm's standard proposed contract. This contract will be reviewed and revised as necessary to meet Federal, State, and County legal requirements. Submission of a qualifications statement in response to this Request for Qualifications denotes acceptance of all necessary revisions. Failure to do so will be grounds for rejection.

VI. Proposal Evaluation and Selection Process

1. Madison County intends to select the most qualified firm(s) on the basis of best overall qualifications package that, in its sole opinion, is most advantageous to the County.
2. Each qualifications package will be evaluated. Strengths, weaknesses, deficiencies, and risks associated with each Firm will be identified according to the above-described criteria and point system (A through E).
3. A proposal with all the requested information does not guarantee the proposing Firm to be a candidate for additional consideration. References may be contacted to verify material submitted by the Firm.

4. Selection may be based solely on the individual merits of one Firm depending on the findings and opinion of the review or a short list of firms may be created for further evaluation and consideration.
5. Interviews may be scheduled with any, all, or none of the selected Firms. If interviews are to be held, selected Firm(s) will be given the opportunity to bring in their interview team to discuss their qualifications, experience and proposed work plan in more detail. The Firm's interview team must include the Firm's project team members expected to complete a majority of work on the project, but no more than six members. The interview shall consist of a presentation of up to thirty minutes by the Firm, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. Interviews may be recorded for review. Interviewed Firms will then be re-evaluated according to the above criteria (A through E), and adjustments to scoring made as appropriate.
6. Manager/Board Approval and Contract Negotiation/Execution: The highest rated Firm will be presented to the Board of Commissioners for approval and authorization to begin negotiations for an agreeable contract and fees. If after discussion and negotiation, a mutually agreeable contract and fee is not successful, negotiations will be terminated and the County may enter negotiations with the second highest rated firm, and so on.
7. All Firms who submit RFQs will be notified of the selection results.
8. Any questions regarding the RFQ process can be addressed to the Interim Madison County Manager, Norris Gentry ngentry@madisoncountync.gov and copied to mbradley@madisoncountync.gov
Send all questions by 8/3/2022.

VII. Project Timeline

The proposed key activities and milestone dates for the project include:

Activity Milestone Date

RFQ Announced and Distributed 7/25/2022

Deadline for Respondent Questions 8/3/2022

Proposal Submission Deadline 8/8/2022

Firm interviews and site visits, if needed TBD – 2022

Recommendation for approval TBD – 2022

Necessary Selected Firm Notification and Contract Negotiation TBD – 2022

VIII. Submission of Proposal Packages

1. Qualifications Submittals shall include one (1) complete qualifications package in hardcopy, 8 1/2" x 11", side bound (or single stapled – left upper corner) with Table of Contents and reference tabs for key sections. Submittals shall not exceed sixteen (16) pages single-sided, or eight (8) pages double-sided (**Front/back covers, table of contents, tab pages and photographs are excluded from these page totals).

AND

2. One (1) electronic copy on USB Drive or DVD/CD (No SD Cards).

To be considered, submissions must be received at the following address no later than 2:00 PM Monday, August 8, 2022:

If delivered in person or by FedEx/UPS/USPS:

Madison County Government
Attn: County Manager/ Madison County Water Infrastructure Expansion
107 Elizabeth Lane
Marshall, North Carolina, 28753

IX. General Conditions of the Request for Qualifications

- A. Any and all cost incurred by respondents in preparing or submitting a statement of qualifications for the project shall be the respondents' sole responsibility.
- B. All submissions, responses, inquiries, or correspondence relating to this RFQ will become the property of Madison County when received.
- C. Madison County reserves the right to: accept or reject any and all submissions received in response to this Request for Qualifications; cancel the RFQ process at any time; request additional information or clarification of information provided in a response without changing the terms of the Request for Qualifications; elect not to proceed with any of the respondents; modify the scope of the work; re-solicit RFQs; or choose not to award for any reason.

X. Confidentiality of Documents

North Carolina General Statute Chapter 132, Public Records, governs the accessibility of records compiled by NC Governmental Entities. In general, all documents submitted in response to this Request for Qualifications are subject to public disclosure unless specifically excepted by North Carolina General Statute §132-1.2 and §66-152 which provide definitions and protection of certain documents and information from public disclosure that constitute a “trade secret,” provided it meets the specific conditions as outlined in §132-1.2(1)a-d.

Madison County will attempt to withhold from public disclosure, or redact documents or information, designated “confidential trade secret” that clearly meet the conditions of NC G.S. §132-1.2(1)a-d to the extent that it is entitled or required to do so by applicable law. Regardless, Madison County shall not be held responsible for any information that is released nor shall Madison County be held responsible for nor pay any penalty or expense in relation to information so released.

Any submission marked “confidential” or “trade secret” in its entirety may be rejected at the sole discretion of Madison County.

Conflict of Interest

The Contractor must disclose in writing any potential conflict of interest to the County of Madison or pass through entity in accordance with federal policy.

Access to Records and Reports (applies to all contracts regardless of contract amount).

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the County, the Grant Agency Administrator or any of their authorized representatives access to any technical specifications, books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the Grant Agency Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract. All Contractors and their successors, transferees, assignees, and subcontractors acknowledge and agree to comply with applicable provisions governing State and local procurement guidelines including access to records, accounts, documents, information, facilities, and staff.

Any questions concerning this RFQ should be directed to Norris Gentry, Interim County Manager (ngentry@madisoncountync.gov) or phone 828-649-2854.

